

CITY OF RIVERSIDE

Building & Safety Division

Phone: (951) 826-5697



❖ When do "New Tenants" need a Permit? ❖

APPLICANT'S NAME: _____ **DATE:** _____

ADDRESS: _____

BUSINESS NAME OF NEW TENANT: _____

DESCRIPTION OF BUSINESS: _____

OCCUPANCY CLASSIFICATION: (see pages 2 & 3) _____

PRIOR TENANT NAME: _____
(If known)

PRIOR TENANT DESCRIPTION OF BUSINESS: _____
(If known)

PRIOR TENANT OCCUPANCY CLASSIFICATION: _____
(Use 2nd & 3rd pages to determine if Occupancy Group is being changed from prior use to proposed use)

- ☐ **ALTERATIONS, SEE ATTACHED PLANS**
(Change of Occupancy Group requires plans to be prepared by an Architect or Engineer)
- ☐ **NO CHANGES TO BUILDING, PLUMBING, MECHANICAL, ELECTRICAL**

STAFF USE ONLY:

- ☐ **C. U. P. REQUIRED**
- ☐ **DESIGN REVIEW REQ.**
- ☐ **PLANS REQUIRED**
- ☐ **PLANS NOT REQUIRED**
- ☐ **NO REQUIREMENTS**

STAFF INITIALS:

PLANNING _____

- ☐ **BLDG. PERMIT REQUIRED**
- ☐ **BLDG. PERMIT NOT REQ.**
- ☐ **PLANS REQUIRED**
- ☐ **PLANS NOT REQUIRED**
- ☐ **ENGINEERING REQUIRED**
- ☐ **NO REQUIREMENTS**

BLDG. & SAFETY _____

♣ OCCUPANCY CLASSIFICATIONS ♣

GROUP & DIVISION	DESCRIPTION OF OCCUPANCY ¹
A-1	A building or portion of a building having an assembly room with an occupant load of 1,000 or more and a legitimate stage.
A-2	A building or portion of a building having an assembly room with an occupant load of less than 1,000 and a legitimate stage.
A-2.1	A building or portion of a building having an assembly room with an occupant load of 300 or more without a legitimate stage, including such buildings used for educational purposes and not classed as a Group E or Group B Occupancy.
A-3	Any building or portion of a building having an assembly room with an occupant load of less than 300 without a legitimate stage, including such buildings used for educational purposes and not classed as a Group E or Group B Occupancy.
A-4	Stadiums, reviewing stands and amusement park structures not included within other Group A Occupancies.
B	A building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts; eating and drinking establishments with an occupant load of less than 50.
E-1	Any building used for educational purposes through the 12th grade by 50 or more persons for more than 12 hours per week or four hours in any one day.
E-2	Any building used for educational purposes through the 12th grade by less than 50 persons for more than 12 hours per week or four hours in any one day.
E-3	Any building or portion thereof used for day-care purposes for more than six persons.
F-1	Moderate-hazard factory and industrial occupancies include factory and industrial uses not classified as Group F, Division 2 Occupancies.
F-2	Low-hazard factory and industrial occupancies include facilities producing noncombustible or nonexplosive materials that during finishing, packing or processing do not involve a significant fire hazard.
H-1	Occupancies with a quantity of material in the building in excess of those listed in Table 3-D that present a high explosion hazard as listed in Section 307.1.1 of the Uniform Building Code.
H-2	Occupancies with a quantity of material in the building in excess of those listed in Table 3-D that present a moderate explosion hazard or a hazard from accelerated burning as listed in Section 307.1.1 of the Uniform Building Code.
H-3	Occupancies with a quantity of material in the building in excess of those listed in Table 3-D that present a high fire or physical hazard as listed in Section 307.1.1 of the Uniform Building Code.
H-4	Repair garages not classified as Group S, Division 3 Occupancies.
H-5	Aircraft repair hangars not classified as Group S, Division 5 Occupancies and heliports.
H-6	Semiconductor fabrication facilities and comparable research and development areas when the facilities in which hazardous production materials are used, and the aggregate quantity of material is in excess of those listed in Table 3-D or 3-E.
H-7	Occupancies having quantities of materials in excess of those listed in Table 3-E that are health hazards as listed in Section 307.1.1 of the Uniform Building Code.
I-1.1	Nurseries for the full-time care of children under the age of six (each accommodating more than five children), hospitals, sanitariums, nursing homes with nonambulatory patients and similar buildings (each accommodating more than five patients).
I-1.2	Health-care centers for ambulatory patients receiving outpatient medical care which may render the patient incapable of unassisted self-preservation (each tenant space accommodating more than five such patients).
I-2	Nursing homes for ambulatory patients, homes for children six years of age or over (each accommodating more than five persons).
I-3	Mental hospitals, mental sanitariums, jails, prisons, reformatories and buildings where personal liberties of inmates are similarly restrained.
M	A building or structure, or a portion thereof, for the display and sale of merchandise, and involving stocks of goods, wares or merchandise, incidental to such purposes and accessible to the public.
R-1	Hotels and apartment houses, congregate residences (each accommodating more than 10 persons).
R-3	Dwellings, lodging houses, congregate residences (each accommodating 10 or fewer persons).
S-1	Moderate hazard storage occupancies including buildings or portions of buildings used for storage of combustible materials not classified as Group S, Division 2 or Group H Occupancies.
S-2	Low-hazard storage occupancies including buildings or portions of buildings used for storage of noncombustible materials.
S-3	Repair garages where work is limited to exchange of parts and maintenance not requiring open flame or welding, and parking garages not classified as Group S, Division 4 Occupancies.
S-4	Open parking garages.
S-5	Aircraft hangars and helistops.
U-1	Private garages, carports, sheds and agricultural buildings.
U-2	Fences over 6 feet (1829 mm) high, tanks and towers.

1. For examples of uses that are classified in the B, F1, F2, M, R1, R3, S2 and U1 Occupancies, see the following page.

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❖ EXAMPLES OF OCCUPANCY CLASSIFICATIONS ❖

The following examples are recognized uses for the listed Occupancy Groups and Divisions but are not the only uses allowed in those Occupancy Groups and Divisions. Uses not listed below shall be classified by the Building Official or his authorized representative. For the purpose of completing the "New Tenant Information Form", select the Occupancy Group and Division which most nearly matches the proposed new use and the prior use of the building or tenant space from the list below or the table on the preceding page.

Occupancy Examples			
B	F-1	F-1 cont.	F-2
1. Animal hospitals, kennels, pounds 2. Motor vehicle showrooms 3. Banks 4. Barber/Beauty shops 5. Car washes 6. Civic administration 7. Outpatient clinic and medical offices (where 5 or less patients are incapable of unassisted self-preservation) 8. Dry cleaning pick-up & delivery 9. Educational uses above 12th grade 10. Electronic data processing 11. Fire stations 12. Florists and nurseries 13. Laboratories - testing & research 14. Laundry pick-up & delivery stations and self service 15. Police stations 16. Post offices 17. Print shops 18. Professional services such as attorney, dentist, physician, engineer 19. Radio and television stations 20. Telephone exchanges	Manufacturing of: 1. Aircraft 2. Appliances 3. Athletic equipment 4. Automobiles & other motor vehicles 5. Bakeries 6. Alcoholic beverages 7. Bicycles 8. Boats 9. Brooms and brushes 10. Business machines 11. Canvas or similar fabric 12. Cameras and photo equipment 13. Carpets & rugs, including cleaning 14. Clothing 15. Const. & agricultural machinery 16. Cry cleaning and dyeing 17. Electronics assembly 18. Engines, including rebuilding 19. Photographic film 20. Food processing 21. Furniture 22. Hemp products 23. Jute products	24. Laundries 25. Leather products 26. Machinery 27. Metal 28. Motion pictures & television filming & videotaping 29. Musical instruments 30. Optical goods 31. Paper mills or products. 32. Plastic products 33. Printing or publishing 34. Recreational vehicles 35. Refuse incineration 36. Shoes 37. Soaps and detergents 38. Tobacco 39. Trailers 40. Wood, distillation 41. Millwork (sash and door) 42. Woodworking, cabinet	Manufacturing of: 1. Nonalcoholic beverages 2. Brick and masonry 3. Ceramic products 4. Foundries 5. Glass products 6. Gypsum 7. Steel products - fabrication & assembly
M	S-2	S-2 cont.	U-1
1. Department stores 2. Drug stores 3. Markets 4. Paint stores without bulk handling 5. Shopping centers 6. Sales rooms 7. Wholesale and retail stores	Storage of: 1. Beer or wine (metal, glass, ceramic) 2. Cement in bags 3. Cold storage and creameries 4. Dairy products in nonwax-coated paper containers 5. Dry-cell batteries 6. Dryers 7. Dry pesticides in a bldg. not classified as Group H Occupancy 8. Electrical coils, insulators, motors 9. Empty cans 10. Foods in noncombustible containers 11. Fresh fruits in nonplastic containers	12. Frozen foods 13. Glass bottles (nonflammable liquid) 14. Gypsum board 15. Inert pigments 16. Meats 17. Metal cabinets & furniture 18. Oil-filled distribution transformers 19. Stoves 20. Washers	Private garages, carports, sheds and agricultural buildings
R-1			
Hotels and apartment houses Congregate residences >10 persons			
R-3			
Dwellings and lodging houses Congregate residences <10 persons			